



Change in the Sponsor Verification Form Process

To: All AmeriCorps VISTA Sponsors

From: AmeriCorps VISTA

Date: December 19, 2013

Re: Change in the Sponsor Verification Form Process

The Process: As indicated in the Memorandum of Agreement, AmeriCorps VISTA Sponsors are required to submit biweekly certification of all active members in service, via eGrants. This certification serves as a quality control mechanism designed to prevent overpayments to VISTA members who terminate service without notification and without our knowledge.

The Change: To allow for enough time to react to information provided on the forms before the payroll is run, we are moving the deadline up by two business days. We have also implemented a system-generated reminder to all sponsors who have missed the deadline.

Specifically, the deadline for certifying the Sponsor Verification Form has been moved up to the Thursday *before* the end of the pay period. You will receive a notification email that the forms are ready for certification at midnight on the Monday before the end of the pay period, giving you three days to complete the certification. Failure to submit will automatically trigger a notification to you that the verification form is delinquent, which may result in a review of the project's suitability for continued VISTA resources.

When: The new process will begin with the pay period that ends on December 28. So at midnight on Monday, December 23, you will receive an email telling you that the online Sponsor Verification Form is ready. It should be waiting for you on Tuesday morning, December 24. You will then have three days to enter into eGrants and certify by midnight on Thursday, December 26.

Important Notes:

- Please review the names of all VISTA members on the form to certify they are currently serving. If a member's name does not appear on the form, please send an email that includes the name(s) of those missing to your CNCS State Office.
- Only staff with the eGrants role **VISTA Sponsor Verification** will receive the email notifications.

[Instructions on how to fill out the Sponsor Verification Form](#) are available on the VISTA Campus. Some browsers require you to [log in to the VISTA Campus](#) first, and then click on the link to be taken directly to the resource. If you don't have a Campus account, it's quick and easy to create one.